

This page is for your records only

Do not return it with your payment

Registration Year: July 1 – June 30

Fire Safety

Smoke Alarms.

One on the ceiling or wall outside the immediate vicinity of the sleeping areas. One in each bedroom used for sleeping purposes. One on each level within a dwelling unit, including basements and attics but not including crawl spaces and attics with a no access.

Carbon-Monoxide Detector

A Carbon-monoxide detector must be installed on every level with bedrooms and within 10' of each bedroom.

Inspections

Annual

Inspections are to be done annually during each fiscal year. When you register, you will receive an inspection date and time. The information is on your pink copy of your registration form, below your "Registration Number" on the left hand side. It is **your** responsibility as a landlord to provide access to each unit for that scheduled inspection.

Failed

If your inspections fail, it is **your responsibility** to contact this office for re-inspection before the date listed on the report. Three (3) failed inspection reports on the same property/unit within the fiscal year; will result in a Failed Inspection Fee.

Exempt Units

All Units not owner occupied are to be inspected.

Registrations

Registrations are done annually during each fiscal year. The fiscal year begins July 1st through June 30th of that following year. You have until August 31st to pay your registration. On September 1st a late fee will apply. To avoid late fees for the current year, your registration must be received by our office or mailed with a post-marked date before September 1st.

Exempt Units

All Immediate Family Units (Grandfather, Grandmother, Father, Mother, Son, Daughter, Sister and Brother) must be registered. However, these units are exempt from fee only NOT from the annual inspection.

Payments

Annual

The current fee per unit is \$100.00. On September 1st a late fee of \$25.00 will be accessed to each late unit, making it a total of \$125.00 per unit.

Failed Inspection Fee

This Fee is \$35.00 per unit and must be paid for before the next scheduled inspection.

Landlord Information

Your Landlord Registration Application must be filled out with your name, address, city, state, zip and current phone numbers. If you reside outside of Cumberland County, an In-County Agent must be named for emergency purposes. You will have to provide this office with their current name, address, city, state, zip and a current phone number.

Tenants Information

The Tenant information, such as their name, age and which unit they occupy, must be filled out completely on the Registration Renewal.

Booklets

The Residential Rental Booklets for new tenants are available at this office along with the Tenant Receipt Form. You may either call or stop by this office to acquire the appropriate booklet(s) and/or form(s).